



# The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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Curriculum • Degree Requirements • Grading Policies • Program Development • Student Prep & Success • Governance  
Accreditation • Professional Development • Program Review • Planning & Budgeting Processes • Others as agreed

## CCSF Academic Senate Executive Council Official Minutes Wednesday, August 31, 2016, 2:30 - 5:00 p.m. Mission Campus, Room 107

**2016–2017 Council Members Present:** Jacques Arceneaux, Loren Bell, Monica Bosson, Steven Brown, Lenny Carlson, Neela Chatterjee, Dayo Diggs, Donna Hayes, Thomas Kennedy, Dana Jae Labrecque, Mandy Liang, Alexis Litzky, Sheila McFarland, Amy McLanahan, Madeline Mueller, Marie Osborne, Denise Selleck, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

**2016–2017 Council Members Absent:** Verónica Feliu (on leave)

**Other Senate Members Present:** Kim Ginther-Webster, Sheri Miraglia, Michelle Simotas, Katryn Wiese

**Guests:** Jill Kersey, Theresa Rowland, Samuel Santos

### I. Call to Order. 2:30 p.m.

### II. Adoption of Agenda. Agenda adopted.

### III. Officers' Reports

#### President Liang Reported:

- That she was meeting with Executive Council members individually to solicit feedback on the working of the council.
- That draft resolutions could be submitted online with a deadline of 5:00 p.m. the Wednesday before meetings.
- That Senate Archivist Susan Berston would attend the October 5, 2016 meeting to take a photo of the Executive Council.
- That she was assembling a selection committee for the state CTE liaison position.

#### First Vice-President Teti Reported:

- See written report (Appendix A).

#### Second Vice-President Staff Reported:

- Thanks to President Liang for her efforts working without office support, and to the council members for a productive orientation.

**Secretary Arceneaux Reported:**

- That he was meeting with concerned faculty members about the implementation of BP/AP 6.17, and that faculty were welcome to contact him regarding programs facing viability issues.

**IV. Public Comment**

- Volunteers were requested for the presentation of October 18, 2016 FLEX, to help orient attendees to the approximately 40 break-out sessions.
- Concerns were expressed about the Facilities Master Plan and the potential demolition of certain facilities at Ocean Campus.
- Concern was expressed that CCSF *charrette* work sessions may in fact be used to validate a priori decisions.
- Transparency is needed regarding the Balboa Reservoir issue and the various interests at play.
- It was reported that non-credit courses might soon have to track enrollments on a daily basis, which could lead to premature closure of sections and contravene the nature of open entry.

**V. Consent Agenda**

**Resolution 2016.08.31.01A Minutes for May 18, 2016; May 25, 2016; June 29, 2016**

Resolved, that the Executive Council minutes from May 18, 2016; May 25, 2016; and June 29, 2016 be adopted.

**Passed by consent.**

**Resolution 2016.08.31.01B Adoption of Updated Committee Descriptions**

Whereas, the Accreditation Standards were changed in 2014 with new numbering and verbiage; and,

Whereas the Academic Senate Committee descriptions contain a section that discusses the Accreditation Standards that each committee contributes to; and,

Whereas the Academic Senate Committees may update committee descriptions and frequency of meeting as appropriate; be it therefore,

Resolved, that the Academic Senate adopt the new committee descriptions that include the updated 2014 Accreditation Standards to which the committee contributes.

**Passed by consent.**

**Resolution 2016.08.31.01C Maintain a Period of Six Academic Years of Course Equivalency information in the CCSF Print Catalog (BP/AP 6.03)**

Whereas, the Academic Senate Executive Council passed a resolution on May 25, 2016: “Resolved, that the Academic Senate recommend the May 25, 2016 revisions to BP/AP 6.03 Program, Curriculum, and Course Development with the addition that the Catalog includes changes to course numbers and suffixes,” and

Whereas, information regarding changes in CCSF course numbers and suffixes over time (the "crosswalk") is important information for students and faculty as they navigate the curriculum, and

Whereas, such information is important when counselors review student transcripts, develop education plans, and prepare petition for certificates and degrees, and

Whereas, a period of six years is generally used to track student’s completion of programs at the state level, be it therefore

Resolved, that the Academic Senate recommend crosswalk information be maintained for all courses for a period of 6 academic years in the CCSF print catalog, with all historic crosswalk information beyond 6 years being stored in Argos and Banner, and

Resolved, that the Academic Senate further recommend that the Office of Instruction creates dashboard(s) in ARGOS and provides adequate training to counseling faculty and other faculty members who need access to the information about changes in CCSF course numbers and suffixes.

**Passed by consent.**

**Resolution 2016.08.31.01D Appointment of Neela Chatterjee as the Equity Coordinator 2016-17.**

Resolved, that the Academic Senate appoint Neela Chatterjee to serve as Equity Coordinator (0.80 FTE in Fall 2016 and 0.40 in Spring 2017) for a term beginning July 15, 2016 and continuing through Spring 2017.

**Passed by consent.**

**Resolution 2016.08.31.01E Appointment of Beth Cataldo as the Equity Professional Development Coordinator 2016–17**

Resolved, that the Academic Senate appoint Beth Cataldo to serve as the Equity Professional Development Coordinator (0.40 FTE) for academic year 2016-17.

**Passed by consent.**

**Resolution 2016.08.31.01F Appointment of Beth Cataldo as the Faculty Travel Coordinator 2016-17.**

Resolved, that the Academic Senate appoint Beth Cataldo to serve as the Faculty Travel Coordinator (0.1 FTE) for academic year 2016-2017.

**Passed by consent.**

**Resolution 2016.08.31.01G Appointment of Fred Teti to the Schedule Development & Review Task Force**

Resolved, that Fred Teti be appointed to the Task Force on Schedule Development and Review Task Force.

**Passed by consent.**

## **VI. Appointments**

**Resolution 2016.08.31.02 Membership of the Committee on Committees.**

Whereas, the following resolution sets the membership of the Committee on Committees “Resolution 2012.08.22.02 Composition of Committee on Committees Resolved, that the Executive Council of the Academic Senate approve a Committee on Committees composition of the 4 Senate Officers and 1 other member;”

RESOLVED, the Academic Senate appoint Mandy Liang, Fred Teti, Coni Staff, Jacques Arceneaux, and Dana Jae Labrecque as members on the Committee on Committees, with Neela Chatterjee and Monica Bosson as Alternates.

**Moved: Amy McLanahan; Seconded: Marie Osborne; MC**

**Abstentions: Jacques Arceneaux, Monica Bosson, Dana Jae Labrecque**

**Not present: Verónica Feliu (on leave)**

**Resolution 2016.08.31.03 Committee and PGC Appointments**

Resolved, that the Senate make the following appointments.

Curriculum Committee

Jeannette Male – Physical Education

Marco Mojica – Latin-American and Latino Studies

Participatory Governance Council

Simon Hanson – Biology (at large member)

College Professional Development Committee  
Ben Finateri – ESL at Southeast Campus  
**Moved: Dana Jae Labrecque; Seconded: Sheila McFarland; MCU**  
**Not present: Verónica Feliu (on leave)**

**Resolution 2016.08.31.04 Appointment of Fred Teti to serve as the Parliamentarian for 2016-17.**

Resolved, that the Academic Senate appoint Fred Teti to serve as the Parliamentarian for the Academic Senate Executive Council for academic year 2016-2017.

**Moved: Monica Bosson; Seconded: Steven Brown; MC**  
**Abstention: Fred Teti**  
**Not present: Verónica Feliu (on leave)**

**VII. Unfinished Business**

**A. BP/AP 6.17 Discussion**

- The importance of faithfully following BP/AP 6.17 was affirmed.
- Faculty discussed curricular issues such as course currency and the necessity of being clear to students about what is offered at the college.
- The necessity of clear data of what is happening to programs was stressed.
- If the Senate does not speak clearly on this question as a vital 10 + 1 issue, programs risk cancellation without due process that they deserve in good faith.
- Clarification is needed regarding the differing uses of the word *program* in the CCSF context.
- Facilities and their opportunities and constraints play a role in the programs the college can offer and must be considered.

**VIII. New Business**

**A. Cluster Design at CCSF Presentation — Theresa Rowland and Michelle Simotas**

Associate Vice Chancellor of Workforce and Economic Development Theresa Rowland gave a presentation of the beta site for Career & Technical Education (CTE) pathways at CCSF and solicited faculty feedback. Executive Council members commended her good work, mentioning that some use of the beta site was already being made in ESL, and encouraging her to arrange a presentation to the counseling faculty. Vice Chancellor Rowland expressed that future iterations off the site will hopefully path longer term trajectories, such as from non-credit to credit and beyond.

**B. Implementation of Requirement for Summer CRN-Level SLO Reporting — Sheri Miraglia**

**Resolution 2016.08.31.05 Implementation of requirement for Summer CRN-Level SLO reporting**

Whereas CCSF has successfully migrated assessment reporting to the CurricUNET system over the past 18 months,

Whereas the College now requires the assessment of every student in every course in the Fall and Spring semesters,

Whereas Summer reporting has been optional during the period where the transition to the CurricUNET system was taking place, be it therefore,

Resolved, that the Academic Senate recommend, beginning in Summer 2017, CRN-level SLO reporting requirements will apply to Summer semester as well as Spring and Fall.

**Moved: Steven Brown; Seconded: Denise Selleck; MC**

**Nay: Tom Kennedy**

**Abstentions: Loren Bell; Madeline Mueller; Rosario Villasana**

**Not present: Verónica Feliu (on leave)**

### **C. Addition of Quantitative Reasoning Institutional Learning Outcome — Sheri Miraglia**

#### **Resolution 2016.08.31.06 Addition of Quantitative Reasoning Sub-Element to Institutional Learning Outcome**

Whereas the ACCJC explicitly requires that the institution include learning outcomes appropriate to the program level in quantitative reasoning,

Whereas CCSF does not currently have an ILO that describes quantitative reasoning,

Whereas CCSF would benefit by having a quantitative reasoning ILO sub-element in the process of adoption prior to the October accreditation site visit, be it therefore,

Resolved, that the Academic Senate recommends CCSF to adopt the following updated ILO #1 language:

ILO #1: Critical Thinking and Information Competency

1. Apply quantitative concepts to address complex problems
2. Apply critical and creative reasoning, including diverse perspectives, to address complex problems.
3. Locate, evaluate, synthesize, and appropriately use multiple forms of information.

**Moved: Steven Brown; Seconded: Denise Selleck; MCU**

**Not present: Verónica Feliu (on leave)**

### **D. Nomination for the ASCCC Norbert Bischof Faculty Freedom Fighter Award (NBFFF)**

**Resolution 2016.08.31.07 Nomination for the ASCCC Norbert Bischof Faculty Freedom Fighter Award (NBFFF)**

Resolved, that the Academic Senate nominate Lillian Marrujo-Duck from CCSF for the ASCCC Norbert Bischof Faculty Freedom Fighter Award (NBFFF).

**Approved by acclamation.**

**E. Chemistry PRSD Committee Formation — Mike Solow**

**Resolution 2016.08.31.08 Chemistry PRSD Committee Formation**

Whereas evidence indicates that the chemistry A.S.-T. program may be in danger of losing viability [or may be in danger of being suspended or discontinued]; and

Whereas CCSF Board Policy 6.17 states that "Programs shall not be discontinued or suspended without following the PRSD Procedure"; and

Whereas CCSF Administrative Procedure 6.17 states that "Program suspension or discontinuance should occur only after serious deliberation" and "A program should be discontinued only after all recommended intervention strategies have been implemented..." and

Whereas CCSF Administrative Procedure 6.17 states that a request made to the Chancellor and the Academic Senate President initiates the PRSD process, unless they JOINTLY deny the request, and it further states that the Academic Senate President can initiate the process by "informing the Chancellor of the need..."; be it therefore,

Resolved that the Academic Senate direct the Academic Senate President to inform the Interim Chancellor of the need to commence the PRSD process without delay for the chemistry A.S.-T. program by appointing a PRSD committee in accordance with A.P. 6.17.

**Moved: Coni Staff; Seconded: Steven Brown; MC**

**Abstention: Marie Osborne**

**Not present: Verónica Feliu (on leave)**

**IX. Reports**

**A. Accreditation Update — Mandy Liang**

President Liang reported that the site-visit chair and two assistants had met with CCSF constituency leaders on August 19, 2016 to make their acquaintances and address logistical questions for the October 10–13 site visit. She solicited volunteers from the Executive Council to attend the upcoming accreditation essentials workshops, and shared wallet-sized fact cards produced by Kristin Charles. The untimely intersection of the visit with the Yom Kippur was briefly discussed.

**B. EASE Update — Samuel Santos**

Interim Vice Chancellor of Student Development Samuel Santos presented an update on EASE, with plans to reconvene the group on September 6, 2016 to discussing moving forward with EASE 2.0. The situation at Airport was discussed. Council members recommended providing more complete information regarding the availability of different services at different times of day and at different locations, as an aid to both students and faculty assisting them.

**X. Adjournment: 4:50 p.m.**



## APPENDIX A 8.31.2016 First Vice-President's Report

### 1. Past Meetings/Events include

- 2016-06-29: Officers and Executive Council meeting
- 2016-07-05: Meeting with former VP1 Dana Jae, President Mandy, and Winnie Phung
- 2016-07-08: Schedule Development and Review Task Force
- 2016-07-10: Enrollment Campaigning in the Tenderloin
- 2016-07-12: Officers meeting
- 2016-07-15: Officers meeting (sort of)
- 2016-08-04: Meeting with Mandy; Collegial Consultation with the Chancellor
- 2016-08-08: Meeting with Mandy and Lillian
- 2016-08-11: CCSF Senate Plenary
- 2016-08-16: Officers meeting
- 2016-08-17: Senate Orientation
- 2016-08-18: Officers meeting ft. CTE/Workforce AVC Theresa Rowland
- 2016-08-19: Brief appearance at Mandy's Enrollment Campaign meeting with Susan Lopez and...
- 2016-08-19: ...an even briefer "Hello! Goodbye!" with the accreditation pre-visiting team
- 2016-08-19: 1<sup>st</sup> V.P. bonding with Dana Jae
- 2016-08-21: Enrollment Campaigning at Sunday Streets on Valencia
- 2016-08-25: Officers meeting
- 2016-08-25: Schedule Development and Review discussion at DCC
- 2016-08-26: PRSD posse meeting
- 2016-08-26: College Professional Development Committee meeting

### 2. Upcoming Meetings/Events (selected)

- 2018-09-01: Officers meeting
- 2016-09-02: Faculty Professional Development Activities Committee meeting
- 2016-09-08: Officers meeting
- 2016-09-12: Education Policies meeting
- 2016-09-13: Collegial Consultation with the VCs and/or the Chancellor

### CTE Pathways: Some notes from meeting with AVC Rowland

- AVC Rowland definitely brings to her position a strong background and much experience.
- She spoke favorably (albeit in passing) of the Lumina and Gates Foundations.
- She confirmed the Chancellor's assertion that the "sectors" in the CTE Career Match survey at <http://www.ccsf.edu/en/educational-programs/cte.html> align with those developed by the State Chancellor's Office.
- I asked about the taxonomy "enterprising", "investigative", "conventional", etc. AVC Rowland replied that these are standard terms in career counseling theory, called the Holland Codes. I expressed concern that our students might choose not to be labeled "conventional" and so would gravitate toward the "enterprising" careers; she seemed genuinely surprised by that (and incredulous).

### Schedule Development and Review: Some notes from 8/25 DCC Meeting

- DCC President Darlene Alioto informed the chairs of the SD&R process that the administration has decided unilaterally to follow:
  - + Office of Instruction gives (Credit) chairs 1<sup>st</sup> Draft *without* sections that had  $\leq 14$  at 2015 Spring census.
  - + Chairs identify which of these deserve to be restored., meet with deans to "beg", using criteria available on AVC Boegel's website. Deans listen but make no decisions.
  - + On Sept. 21, deans assemble with AVC Almaguer and present their chairs' arguments to assembly. Assembly produces a recommendation.
  - + AVC Almaguer presents recommendation to VC Davies. VC Davies makes final decision.
  - + Chairs informed of decision. However, DCC contract says they have the right to use restored units as they see fit.
- Many feel the SD&R process violates the DCC contract. Darlene is communicating with DCC's lawyer.

- Admin asserts that students formerly in canceled classes will enroll in other sections of same course; chairs know this doesn't happen much.
- Many speculate that VC Davies has already made her decision and the process is a Byzantine charade.